

GOAL ACTION PLAN

Participant's Name _____ Group # _____

GAP # and Name of GAP _____

Please complete both pages!!

1. VISION

Create a vision of yourself. What is the best that you can imagine having happened? Picture in your mind how this situation might look. Write the "vision statement" as if it already exists (present tense).

2. GOAL(S)

As you expand your vision into a variety of areas, many worthy goals will surface. It is time now to decide which one goal is most worthy of a commitment of time and energy to achieve your vision. Select a goal that is attractive enough for you to be willing to persist and remain enthused. Write this goal as an outcome statement that is *measurable*.

3. PLAN

Mentally, walk through and outline the methods, strategies, people, and resources which can be used to guarantee the attainment of the goal.

4. TIMELINE

List specific tasks to be done, determine how to get needed resources, and set appropriate dates by which each step will be completed.

5. ANTICIPATED PROBLEMS

List things that are potential obstacles, such as . . .resistant people, personal shortcomings, etc.

6. PREVENTIONS

Develop strategies to either prevent or remove barriers. Begin to list resources for assistance.

7. BASELINE

This is an observable indication of how you perform now in the goal area of your goal action plan.

8. MINIMUM -

The smallest measure of improvement you will accept.

SATISFACTORY -

An average acceptable measure of improvement.

EXCELLENCE -

Evidence of great achievement or level of improvement.

9. PROOF

The demonstration or documentation that will prove to others that you successfully met your challenge and achieved your goal(s).

10. CELEBRATION

Celebrate success! Directing your personal and professional growth and making important changes in your life toward success often has its own reward. Choose the most pleasurable and appropriate way to enjoy your achievement - self reward!

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